

**Documents Required For Special Milk Program (SMP) Review**  
**Financial Fiscal Year**  
**(FFY) 2015/2016**  
**(May 1, 2015 – April 30, 2016)**

*Please send the following documents to the DPI reviewer*

**Administrative Documents**

- ☐ Paper Reimbursement Claim ([PI-1409-NS-SMP](#))
- ☐ Dairy delivery slips and/or receipts for milk purchased
- ☐ Daily point of service records to support total number of milks/milk substitutes served to children and claimed for reimbursement per the contract
- ☐ Daily adult milk count records
- ☐ [Milk Record Worksheet\(s\)](#)
- ☐ [Ethnic/Racial Data Collection Form\(s\)](#)
- ☐ [Civil Rights Training Attendance Log](#)
- ☐ [News Media Release](#); *including documentation of when and to which media outlet it was sent*
- ☐ Documentation on when and to which media outlet the release was sent; the Department will accept a copy of an email exchange between the agency and the media outlet; a copy of a signed certified mail card; an affidavit signed by staff at the media outlet stating that the release was received
- ☐ Copy of your last Special Milk Program Review report